

**State Enhanced 9-1-1  
Advisory Committee  
Meeting Minutes  
*June 13, 2002***

**Members Present:**

Chair, Chris Fischer, *Association of Public-Safety Communications Officials-International Inc (APCO)*  
Mike Akin, *Association of Washington Cities - West*  
Dan Aycock, *Member at Large*  
Patricia Danner, *Large Urban Counties - East*  
Marlys Davis, *King County*  
Bill Graedel, *Washington State Association of Counties – East*  
Jon Kaino, *Washington State Association of Counties – West*  
Jeanne Massingham, *Washington Emergency Management Association (WSEMA)*  
Lynn Mell, *VoiceStream Wireless*  
Jim Quakenbush, *National Emergency Number Association (NENA)*  
Mike Suelzle, *Qwest*  
Naomi Wu, *Small Rural Counties - West*

**Alternate Members Present:**

Steve Reinke, *Small Rural Counties - East*  
Patti VonBargen, *Association of Washington Cities - East*  
Bob Williamson, *Washington Utilities and Transportation Commission*  
Fred Wilcox, *Washington State Patrol*

**Guests Present:**

Pam Boad, Richard Kirton, Markus Volke, Tracy Stringer, KD Seeley, Manfred Rose, Doug Gehrke, Rebecca Beaton, Naomi Wu, Roger Trump, Cindy Barnd, Rose Parr, Peggy Fouts, Tom Shaughnessy, Lanette Scapillato, Dee Ann Edwards, John Wilding, Rod Weise, Rick Smith, Deb Welsh.

**State Office Staff Present:**

Bob Oenning, Dave Irwin, Kurt Hardin, Catherine Bartholomew and Teresa Lewis

**Welcome and Introductions:**

Chris Fischer called the meeting to order at 9:35 am. Members and guests introduced themselves. Chris announced that parking passes need to be placed in your vehicle to avoid getting a ticket. She asked that all County Coordinators sign-in on the County Coordinator sheet and please wear a name tag. The guest sign-in sheet is for guests.

***Review and Approval of the Minutes (May 16, 2002):*** There was one amendment. On page one, under Alternate Members Present, Bob's last name is Williamson representing the Washington Utilities and Transportation Commission.

***Bill Graedel motioned to approve the amended minutes from the May 16, 2002 meeting as written. Fred Wilcox seconded the motion. The motion carried.***

**Old Business:**

Bob Oenning stated there was no old business to report.

**SUBCOMMITTEE REPORTS:**

## **Wireless – Marlys Davis**

*Phase I service agreement:* Marlys sent out the amendments to the Cost Recovery Language of the Phase I service agreements that incorporated HB 2595. Agreements with the amended language have been finalized with Cingular, Inland Cellular, Sprint PCS and Voicestream. Counties need to be aware that those amended agreements do include carrier cost recovery at the Phase I rates that the carriers have provided.

*Phase I Carrier Rates:* Marlys stated that she has received responses from all the carriers except for one, US Cellular. Those rates were sent out to the counties via certified letter from the State Office to assure confidentiality. To figure out what the counties cost would be for the carrier rates, you would either apply the per subscriber charge or the per cell site charge. Marlys also sent the counties a Phase I Cost spreadsheet that contains all the elements that are needed for Phase I and information on how to calculate each counties' cost for each of the elements.

*Qwest Wireless Tariff:* Marlys stated that she and the State Office staff met with the WUTC staff and Qwest on May 29, 2002. Qwest presented alternatives to their wireless tariff. The first option; the per trunk tariff element would remain the same since that element has the same cost as wireline, so it is comparable. The second element of option 1 is the selective router ALI feature charge, which would be charged at the same rate as non-Qwest wireline exchanges. The counties would need to provide the subscriber counts to Qwest. The second option; is to charge per ALI database hook-up. Marlys stated that this would be unpredictable and very hard to budget for. Everyone that was present at the May 29<sup>th</sup> meeting agreed that option 1 would be the better choice. Mike Suelzle stated that a draft was sent to the WUTC and there was a minor change requested by them regarding the language in the tariff. This does not affect the cost it just clarifies the tariff. Discussion ensued regarding this issue. Marlys stated that those that were present at the meeting agreed option #1 is preferred.

***Steve Reinke motioned to adopt the Qwest Tariff option #1, which is about \$3 million cost statewide. Jim Quackenbush seconded the motion. The motion carried.***

*Phase I implementation status:* Doug Gehrke has updated the wireless status spreadsheet [Encl 1]. Doug stated that the counties are moving ahead.

*Phase II issues:* Interface issues are being addressed by the technical group.

## **STATE OFFICE REPORTS:**

### **Legislative Update:**

*Telecommunications Operations:* the WUTC has filed the CR102. That means it is in the Code Revisor's office and this is what the new rules for operation for phone companies should look like with only minor revisions. The state office will send out a synopsis of this to the counties.

*Qwest Wireless Charges:* This was covered under the wireless report.

*WAC 118-65:* The CR103 has been filed (these are the rules under which E911 provides funding to the counties) and these rules will become effective July 1<sup>st</sup>.

### **Financial Status:**

Catherine Bartholomew reported on the State Office Financial Status [Encl 2-5]. There was the question of when the \$6 million would be taken out of the fund balance. Kurt stated that it will be pulled out in two steps. \$2 million will be taken the last working day in August and \$4 million on the last working day in September. The question was raised about the state office working with the Department of Revenue to get monthly reports regarding deposits from the local telephone

companies. Catherine stated that she received the first report at 7:30 am this morning but has not had a chance to look over it, but will as soon as she gets the information sorted out.

**National Issues:**

*Terrorism Response:* Homeland defense is the key word. There is a large amount of money out there regarding this issue, with plenty of groups wanting assistance. There has been a lot of talk about 911 being part of the first response funding. All the money that is being allotted for these programs is coming from Federal Emergency Management Association (FEMA), through state Emergency Management offices.

*House Bill Proposed:* There is a bill being proposed dealing with funding for 911 and 911 communication systems as part of the Homeland Defense project.

**Contract Issues Raised:**

Kurt Hardin reported on some of the issues that were raised during the County Contract Workshops in May. There were 27 counties that attended the four different workshops. Out of those workshops there were 13 issues raised. These issues are as follows:

- *MSAG Coordinator:* to have the MSAG Coordinator attend three out of the four County Coordinator Forums; to receive reimbursement for their travel to the forums; to have a designee attend the forums in their place and to provide \$2,000 for training needs.
- *County 911 Coordinator:* to have the State Office provide travel reimbursement to the County Coordinator for their travel costs to the Coordinator Forums and the Advisory Committee meetings.

The State Office figured out the cost of this reimbursement as follows:

- 40 people (2 persons per county) x \$200 x 4 Forums = **\$32,000**
- 12 people (1 person per county) x \$125 x 6 Advisory meetings = **\$9,000**
- 13 people x \$250 travel x 6 Advisory meetings = **\$19,500**
- **TOTAL** estimated travel cost per contract = **\$60,500**

*The State Office determinations of these issues are as follows:*

The County Coordinators must attend all (4) of the County Coordinator Forums; there will be exceptions to this on an individual case basis. Substitutions will not be allowed. The reason for this is for networking resources for MSAG Coordinators and to be able to handle any issues that may be going on in neighboring counties. The State Office will reimburse 50 percent of the travel costs to the counties for the 911 Coordinator and the MSAG Coordinator. Counties may bring additional staff to the Coordinator Forums and the Advisory Committee meetings at their expense. There will not be a training reimbursement for the MSAG Coordinator beyond the Coordinator Forums. All the travel reimbursement will come out of the Advisory Committee Travel and not in the contracts.

- *Telecommunicator Training:* Should training costs be for each individual Telecommunicator or out of a pooled cost? (*new telecommunicators require more training than experienced telecommunicators*) Will agencies be reimbursed for Agency Owned Vehicles (AOV) at the Personal Owned Vehicle (POV) mileage rate? (*this reimbursement will be at the state rate of .345 cents a mile*) Should straight time back fill by casual telecommunicators be eligible for reimbursement? (*back-fill by casual staff is less expensive than overtime for training back-fill*)

*The State Office determinations of these issues are as follows:*

Training funds will be pooled together – this will only be for employees whose job it is to answer 911 calls. Back-fill will be only for overtime not for straight time – the State

Office will track and evaluate this after one year. AOV will be reimbursed to the county office at the POV rate (.345 cents a mile).

- *Maintaining a Contingency Fund:* to have the State Office maintain a contingency fund – for additional costs in categories previously funded; to provide for a cost over run on previously approved equipment purchases; and for unanticipated breakdowns of equipment.

*The State Office determinations of these issues are as follows:*

The State Office will maintain \$600,000 in reserves for items that are approved but experience cost over runs and for eligible and funded priority one items that break but had not been requested in the application. Any unused reserve will be released to the counties on March 1<sup>st</sup>.

Discussion ensued regarding these issues. Issues were raised regarding the potential of losing call-takers and the impact that will have on the counties.

- *911 Mapping Administration Clarification:* used for wireline mapping administration, not for wireless; used for hardware/software or contracting for mapping services; not to be used for salaries and it does have a limit of \$5,000.
- *Equipment Maintenance Clarification:* maintenance placed in priority with the equipment purchase (equipment maintenance was placed at the same priority level as equipment purchase), maintenance will be limited to 10% of the original purchase price of the equipment.

Discussion ensued regarding what is funded on the contract and what will not be, depending on the amount of contracts and what the counties are requesting.

- *Why/Who Set Funding Limits?* – funding limits, where applicable, were adjusted to reflect inflation, fairness, and definable.

What the State Office did was took the funding levels and in some cases kept them the same as they were before on the last Operations Contracts. In some areas there was an increase. There were some decisions on what was the basic level of service between telecommunicators, MSAG Coordinators and 911 County Coordinators salaries, which is where the \$100,000 came from for salary assistance. Kurt explained in detail how they came to all of the decision on all the levels of funding.

These are the issues, thoughts and determinations of the State Office regarding the issues that were raised during the Contract Workshops.

***Jim Quackenbush motioned to accept all of the decisions of the State Office with the exception of the Maintenance issues and distribution of the de-obligated funds. Dan Aycock seconded the motion. Jean Massingham abstained on the motion. The motion carried.***

Bob Oenning stated that regarding the maintenance issues – if we ran out of money within that category then all maintenance would be covered before any new equipment is purchased.

***Dan Aycock motioned to support the change in Maintenance Funding as stated by Bob Oenning. Jim Quackenbush seconded based on the clarification. Discussion ensued regarding this motion. Kurt Hardin stated that by the July Advisory Committee meeting the State Office should have all the applications in and be able to present where the***

***funding levels end according to the counties requests. The motion was tabled until the July meeting. Dan Aycock voted no tabling the motion.***

There was a question on the Equipment Reserve fund – who is eligible to receive the money in the reserve? Kurt Hardin stated that any county that had received assistance in the past to purchase equipment such as CAD; Logging Recorders; or generators would be eligible

**NEW Business:**

Mike Suezle stated that he will be leaving Qwest and Markus Volke will be replacing him on the Advisory Committee and when his replacement is hired then he will be the alternate for Qwest.

Marlys Davis requested a copy of the Attorney Generals opinion on Wireless Legislation on tying the wireline/wireless together. Kurt stated that this is not a formal opinion at this time, it is something that has been stated more than once and it is being added to the contracts. Kurt stated that as soon as the State Office receives the opinion it will be sent out.

Wayne Wantland wanted to know what is going on with PBXs regarding the school requirements. Bob Oenning stated schools regulations haven't changed. Many are taking an interest as phone systems are changed out.

Jim Quackenbush reported on the Request for Proposal (RFP) on the Regionalization Feasibility Study where Puyallup, Lakewood, & Thurston County who did a joint RFP for individual CAD systems with integrations. This was narrowed down to a single vendor, which is Tiburon. They are currently in negotiations and are trying to put together a contract that will allow anyone in the state of Washington to purchase off of the contract without an RFP. If you have anymore questions please feel free to contact Jim Quackenbush.

***The next meeting will be held THURSDAY, JULY 18, 2002 at THE RADISSON SEATAC HOTEL.***

**ACTION ITEMS:**

***Bill Graedel motioned to approve the amended minutes from the May 16, 2002 meeting as written. Fred Wilcox seconded the motion. The motion carried.***

***Jim Quackenbush motioned to accept all of the decisions of the State Office with the exception of the Maintenance issues and distribution of the de-obligated funds. Dan Aycock seconded the motion. Jean Massingham abstained on the motion. The motion carried.***

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